

PID - 138/64
20 August 1964

MEMORANDUM FOR: Assistant for Administration, NPIC
FROM: Chief, CIA/PID (NPIC)
SUBJECT: Proposed Missions and Functions for the Assistant for Administration and Staff
REFERENCE: Mission and Function Statements dated 4 August 1964

Pursuant to your request a review of the mission and function statements referenced above appear to be in good order. I would like to recommend, however, that you consider a revision which spells out in your paper the excellent support given by your organization to the Photographic Intelligence Division. PID is the largest division in the Center drawing support from your staff on matters relative to personnel; training, travel, contracting, supply, logistical support and many other related matters for which you should receive proper credit. An interesting aspect of this omission is that nowhere in the official Agency regulatory issuances is there any mention of the Photographic Intelligence Division [redacted] dated August 1963). I think perhaps some revision up and down the chain of issuances might well clarify some of the present confusion existing at Headquarters as to the location of the home of the Photographic Intelligence Division. We orphans of PID would be interested in discussing this matter with you at your convenience.

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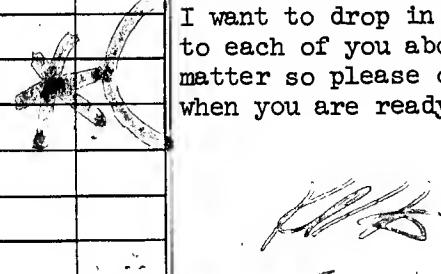
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FROM: C/Management Services Staff DATE: 8/4/64

	TO	INITIALS	DATE	REMARKS
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ASST FOR ADMIN				
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ASST FOR P&D				<p>Attached are the Missions and Functions for the Assistant for Administration the Management Services Staff and the Support Staff. I would appreciate it if each of you would review and comment on these papers as expeditiously as possible since our deadline for completing this coordination is 11 August 1964. I want to drop in and talk to each of you about this matter so please call me when you are ready.</p> 
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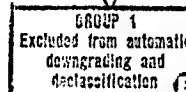
MISSION AND FUNCTIONS

Assistant for Administration

Mission

The Assistant for Administration is responsible for supporting the Director, NPIC, in the organization, management, and financial planning of Center Operations, for providing a comprehensive Center-wide program of management services and administrative support, and for serving as principal advisor to the Director in matters pertaining thereto.

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MISSION AND FUNCTIONS

Support Staff

Mission

The Support Staff is responsible for providing a complete program of administrative support and services to NPIC in matters relating to personnel, training, travel, contracting, supply and other logistical support. Further, it executes a comprehensive security program in support of the mission of NPIC.

Functions

The Support Staff shall:

1. Develop, recommend, and implement plans, programs and procedures in all administrative fields in support of NPIC activities.
2. Operate a personnel administration program to include preparation of staffing complements, job standards and position descriptions, administer the assignment, utilization and promotion of NPIC personnel, and develop recruitment, career management and employee relations programs.
3. Establish, direct, and supervise a comprehensive NPIC training program utilizing in-house, Office of Training, other Government agencies and contractual assets.
4. Develop and operate a complete program of logistics services including guidance and support to procurement activities, implementation and follow-up of contractual actions through appropriate procurement channels, administration and management of NPIC building space, and operation of supply activities.

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5. Formulate and execute a comprehensive physical and personnel security program for NPIC including security of the Center installation, security indoctrination of personnel and visitors, investigation of security breaches, supervising industrial security on NPIC contracts, and safety matters.
6. Coordinate and support NPIC foreign and domestic travel programs.

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MISSION AND FUNCTIONS

Management Services Staff

Mission

The Management Services Staff is responsible for supporting the Director and all levels of NPIC management in the development of sound and efficient management programs and techniques; performing or coordinating analyses of organization and management activities, production efforts and manpower utilization as requested by the Director or Division or Staff Chiefs; providing a comprehensive management information reporting program, and administering the financial planning, budgeting and accounting activities of the Center.

Functions

The Management Services Staff shall:

1. Develop and recommend plans, programs, and procedures to promote the efficient and economic management of NPIC activities and resources.
2. Work with operating components in a continuing survey of management activities and practices in NPIC.
3. Undertake studies and analyses of selected activities and production efforts within the Center as may be directed by the Director.
4. Operate a management information program to provide all levels of Center management with such statistical information as production status, product output and manpower utilization.
5. Administer the financial planning and budgeting activities of the Center including the formulation of NPIC budget submissions

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and other financial presentations required by higher authority.

6. Develop and maintain effective financial accounting records and prepare periodic analyses and reports on the financial status of the Center.

7. Administer the NPIC regulatory system and provide a central repository for issuances.

8. Provide staff support to the Assistant for Administration and the Office of the Director, NPIC as required.

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